

**Brittany E. Lutz**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 9, 2023 9:35 AM  
**To:** BOCC Consent  
**Subject:** Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

**\*\*EXTERNAL EMAIL\*\***

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**OUT OF STATE TRAVEL REQUEST APPLICATION**

Traveler's Name	John Wallace
Dept/Committee	GCSO
Date of Request	3/9/2023
Travel Type	Out of State Travel
Departure Date	6/25/2023 12:00 AM
Return Date	6/30/2023 6:30 PM
Grant	No
Fund/Dept	001.114.00.0000.521204300
Destination (City, County, State)	Newport, OR
Purpose of Travel	Training- Attend the Northwest Polygraph Examiners Annual Conference. Required to maintain certification  Additional attendee: Jeff Wentworth  Expense totals for both attendees: Conference- \$600.00 Lodging- \$1015.85 Per diem- \$759.00
Hotel - GSA Rate	\$131.00
Hotel - Nightly Rate	\$179.00
Cost Application	Conference Rate

Rental Car Required	No
Hotel Total	\$507.93
Conference Fee	\$300.00
Daily M&IE at Destination	\$379.50
Rental Car Cost per day	0.00
Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	Negotiated Conf. Rate-
Air Carrier	0.00
Cost of Flight	0.00
Total trip cost (Include all cost totals)	\$2374.85
Preparer's Name	Tonya Steele
Preparer's Title	Support Specialist
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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